

**Michigan Supreme Court
State Court Administrative Office
Trial Court Services**

Position Available

Forms and Manuals Analyst
Michigan Hall of Justice
Lansing, Michigan

Salary Range: \$45,372.24 to \$58,547.52

DUTIES: Reports directly to the Forms and Records Manager. Assists in developing and maintaining court forms and trial court procedural and reference manuals to comply with court rules, statutes, and policies. Assists in developing and maintaining the procedures, records, and web content associated with the forms and manuals programs. May be asked to assist in other projects, such as records and case file management, development of information for the web, and data collection projects.

SKILLS: BA in Business Administration, Public Administration, Pre-Law or related area. Coursework in information systems and records management desirable. One to two years progressively more responsible work experience in forms/manuals analysis and design, printing and typesetting, and publications management, some of which was in a court environment, including analysis of court processes. Skills in legal research, analysis, and writing preferred. Must be extremely detail-oriented with a high level of organizational skills. Will need to become proficient in PageMaker, Adobe Acrobat, Dreamweaver, Quark, and Word.

Email cover letter and resume to benedictm@courts.mi.gov as attachments using word, word perfect, or adobe acrobat, or mail your cover letter and resume to Michael Benedict, Michigan Hall of Justice, PO Box 30052, Lansing, MI 48909. The deadline for applying is Friday, January 19, 2007.

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